

Ango/A

- LSP has a total of 5 P-cards that are all issued to the Purchasing Department
 - Danielle, Kayla, Shan, Madeline, Theresa
- There is 1 Controlled Billed Account (CBA) for travel and training purposes (no actual card issued)
 - Amanda Smith
- P-cards are restricted to purchases of \$5,000 or less unless authorized by DOA – Office of State Travel.
- Use of P-card is governed by state, department, and agency policies, and users receive annual online training which must be passed with a score of 90 or above.
- Each transaction for which a P-card will be used requires a completed DOC Form 156B with two (2) approval signatures (typically Business Manager and Asst. Warden)
 - Ordering/receiving document created to record item description, quantity, cost, receiving date, and applicable business need for the purchase
- All receipts and other supporting documentation must be scanned and uploaded into the WORKS system for each applicable transaction.
- The LSP Accounting Department is responsible for allocating transaction expenses to the appropriate account coding in WORKS, and also ensures proper supporting documentation is present.
- Each transaction/purchase requires approval from a Supervisor (through the WORKS system). The approver must be at least one level higher than the Cardholder.
- The LSP Purchasing Department performs a weekly reconciliation between the paper card statement and the documentation in WORKS.
- Purchases are audited by DOA and DOC Headquarters to ensure that proper documentation is included and that taxes have not been charged.